MAINTAINING EMPLOYEE JOB PAY RECORDS
(PR-REG-6)

September 2001

VERSION (5.0)

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MAINTAINING EMPLOYEE JOB PAY RECORDS

OVERVIEW

MUNIS is an exceptions-based payroll system where repetitive input and changes are kept to a minimum. Each employee's normal earnings are preset in either the recurring pay or the job pay records file. Each payroll, these records are automatically copied to the payroll file as a starting point. Changes to the regular pay such as overtime and unpaid leave can be entered without affecting the job pay records.

This document provides instructions for maintaining employee job pay records. Before an employee can receive a paycheck, a job pay record must be added. For each employee, add a job pay record for every type of pay they are eligible to receive. The more complete the records, the less work needed for payroll processing.

NOTE: *Refer to Appendix A for more information on special employee situations such as Certified Substitutes and multi-account employees.*

If default pay types were set up after the conversion to Job Pay, additional records will be added automatically when an employee's base pay record is entered. For example, entering a Certified Base Pay Record may add a default Extended Days Pay Record as well. Deduction and accrual records can also be added.

NOTE: *Be sure to check all of the defaults for accuracy and completeness. Most importantly, the start dates of these records must be before the actual start date of the first payroll that uses these default Job Pay records, deductions and accruals.*

Information found on the job pay file record includes job class, pay type, pay frequency and salary amounts (i.e., period pay, monthly salary, hourly rate).

Prerequisite: An employee master file record must be completed before a job pay record can be added for the employee. See *Maintaining Employee Master File Records (PR-REG-1).* For a list of other records to be added for new employees, refer to the *New Employee Checklist (PR-INTRO-1)* document in the *Overview* section.

ADDING AN EMPLOYEE JOB PAY RECORD

Adding Certified Pay Records

Certified Pay Records consist of the following:

?? Base Pay

?? Extended Days

?? Extra Service

A Certified employee will always have at least one Base Pay Record and may have no other records, or any number and combination of Extended Days and Extra Service Records. See *Appendix A* for information concerning special employees situations such as an employee who has multiple base pay records.

Entering a Certified Base Pay Record

To Enter a Certified Base Pay Record, Select:

B) PAYROLL & PERSONNEL

   B) Employee Maintenance & Reports

      B) Employee Job/Salary Definition

The following screen (Job Pay) is displayed:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Session    Edit    Commands    Settings    Help                            │
├──────────────────────────────────────────────────────────────────────────┤
│                    ─── EMPLOYEE JOB/PAY F/M ───                             │
│ Action:  Find  Next  Prev  Browse  Add  Update  Del  Output  Exit  ...     │
│ Query the current database table.                                          │
│   Emp #  [      ]  Last  [                     ]    First [              ]  │
│     SSN  [             ]                                                    │
│                                                  Current -Salary           │
│  Job Class  [    ]         Calc Code   [  ]        Hrs/Day   [     ]        │
│  Pay Type   [   ]          Eff. Date   [         ] Hrs/Yr  [        ]       │
│  Position   [      ]       Grade/Rank  [    ]      Days/Period  [  ]        │
│  Location   [    ]         Step/Level  [  ]        Factor     [     ]       │
│  Group/BU   [    ]         No. of Pays [      ]    Remain   [      ]        │
│  Status     [  ]           Day -Unit/Yr [      ]   Balloon       [ ]        │
│  Pay Freq   [ ]            Sched Hrs   [      ]    Off -St/Frozen [ ]       │
│                           Pay Basis   [ ]        Encumbered?   [ ]          │
│  Allocation [     ]        FTE %       [       ]                            │
│  G/L Org    [        ]     Hrly Rate   [        ]                           │
│  Object     [      ]       Daily Rate  [        ]                           │
│  Project    [     ]        Period Pay  [         ]                          │
│  Start Date [        ]     Annual Pay  [         ]                          │
│  End Date   [        ]     Remain Sal  [         ]                          │
│                           Refer. Sal  [         ]                          │
└──────────────────────────────────────────────────────────────────────────┘
```

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field	Description
Job Class	Defaults from Employee Master, but can be overridden with a Certified Base Pay Job Class Code in the range of 0010-4999.
Pay Type	Enter a Certified Base Pay Type.
Location	Defaults from the employee's Master File Record.
Group/BU	Defaults from the employee's Master File Record.
Status	Defaults from the employee's Master File Record.
Pay Freq	Defaults from the employee's Master File Record.
Allocation	If an employee's Base Pay is split between accounts, enter the Allocation Code or create one using <CTRL><T>. For more information on Allocation Codes, see *Setting Up Payroll Allocations (PR-ADM-14)* in the *Payroll Setup & Administration* section.
G/L Org	Not accessible if an **Allocation** was set up. Defaults from the employee's Master File Record.
Object	Not accessible if an **Allocation** was set up. Otherwise, enter **0110**.
Project	Not accessible if an **Allocation** was set up. Defaults from the employee's Master File Record.
Start Date	Defaults to today's date. Enter the date to start recurring pay for this employee. **NOTE:** *Ensure that this date is before the actual start date of the first payroll that uses this Job Pay record.*

Field	Description
End Date	Defaults to **12/31/9999**.
Calc Code	Defaults to the Calc Code of the Salary Table, Job Class Code or Pay Type.
Eff. Date	Defaults to today's date. This date is used to determine which Salary Table to use for the salary calculation.
Grade/Rank	Defaults to the minimum Grade/Rank on the Job Class Code. Override to reflect the employee's rank.
Step/Level	Enter the employee's years of experience.
No. of Pays	Defaults from the Salary Table.
Day-Unit/Year	Defaults from the Salary Table.
Scheduled Hours	Enter **0** (zero).
Pay Basis	Defaults from the employee's Master File Record.
FTE %	If the Full Time Equivalency is less than the default of 1.00 (100%), enter the correct number. For example, 70% is entered as .70.
Hourly Rate	
Daily Rate	These fields are automatically calculated from the Salary Table based on the **Grade/Rank** and **Step/Level** fields and should not be overridden.
Period Pay	
Annual Pay	
Refer. Sal	Defaults from **Annual Pay**. This Reference Salary is used by the Payroll Projection program to calculate benefits. If Payroll Projections are used, enter the actual annual salary to be used for benefit calculation.
Hours/Day	These fields default from the Salary Table and can be overridden as needed if employee information differs from the default.
Hours/Year	
Days/Period	

3. Press **ESC** to save the Job Pay record.

Entering a Certified Extended Days Pay Record

If Job Class Code defaults have been set up, check any default Extended Days records for accuracy and completeness.

To Enter a Certified Extended Days Pay Record, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        B) Employee Job/Salary Definition

The Job Pay screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.

2. Follow the instructions for a Certified Base Pay record except for the following fields:

Field Name	Description
Job Class	This must be the same Job Class Code as on the employee's Base Pay Record.
Pay Type	Enter a Certified Extended Days Pay Type.
Allocation	If an allocation is used on the employee's Base Pay Record, that information will default to the Extended Day Record. It must be overridden with a new Allocation Code containing the correct Extended Day Object Code (0111). Enter the code or create one using <CTRL><T>. For more information on Allocation Codes, see *Setting Up Payroll Allocations (PR-ADM-14)* in the *Payroll Setup & Administration* section.
Object	Not accessible if an **Allocation** was set up. Otherwise, enter **0111**.
Grade/Rank	Leave blank, as this field is not used for Extended Days.
Step/Level	Leave blank, as this field is not used for Extended Days.
No. of Pays	Enter the number of pay periods for this employee.
Day-Unit/Year	Enter the number of extended days (1 - 55) for this employee.
Hourly Rate	Not used for Extended Days.
Daily Rate	Defaults from the employee's Base Pay record and cannot be overridden.
Period Pay	Calculated from **Annual Salary** divided by **No. of Pays**. Cannot be overridden.
Annual Pay	Calculated from **Daily Rate** times **Day-Unit/Year**. Cannot be overridden.

Field Name	Description
Refer. Sal	Defaults to **Daily Rate**. "Reference Salary" field contains the annual salary used by the Payroll Projection program to calculate benefits. If Payroll Projections are used, override the default with the actual salary amount for proper benefit calculation. This field amount is normally calculated using the number of days of extended pay times the daily rate.
Hours/Day	These fields default from the employee's Base Pay record.
Hours/Year	Defaults to zero as long as the Salary Table that is used is "set up" correctly.
Days/Period	Defaults to zero as long as the Salary Table that is used is "set up" correctly.

3. Press **ESC** to save the Job Pay record.

Entering a Certified Extra Service Pay Record

Follow these directions for all types of Extra Service Pay: Salary Table-based, non-Salary Table-Based, percentage and indexed.

To Enter a Certified Extra Service Pay Record, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        B) Employee Job/Salary Definition

The Job Pay screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.

2. Follow the instructions for a Certified Base Pay record except for the following fields:

Field Name	Description
Job Class	Enter an Extra Service Job Class Code in the range 5000-5999.
Pay Type	Enter a Certified Extra Service Pay Type.
Allocation	If an allocation is used on the employee's Base Pay Record, that information will default to the Extra Service Pay Record. It must be overridden with a new Allocation Code containing the correct Extra Service Object Code (0112). Enter the code or create one using <CTRL><T>. For more information on Allocation Codes, see *Setting Up Payroll Allocations (PR-ADM-14)* in the *Payroll Setup & Administration* section.
G/L Org	Not accessible if an **Allocation** was set up. Defaults from the employee's Master File Record. Override if necessary.
Object	Not accessible if an **Allocation** was set up. Otherwise, enter **0112**.
Project	Not accessible if an **Allocation** was set up. Defaults from the employee's Master File Record. Override if necessary.
Grade/Rank	If this is a Salary Table-based Extra Service Pay, enter the Salary Table used to calculate the employee's pay.
Step/Level	If this is Salary Table-based Extra Service Pay, enter the years of experience associated with the **Grade/Rank**.
No. of Pays	Enter the number of pay periods for this employee.
Day-Unit/Year	Defaults from the Salary Table if one is used; otherwise it defaults from the Job Class Code. Usually this will be **185**.
Hourly Rate	Not used for Extra Service Pay.
Daily Rate	These fields default from the Salary Table if one is used. Otherwise, they

Field Name	Description
Period Pay	are calculated based on the **Annual Pay**.
Annual Pay	Defaults from the Salary Table if one is used. Otherwise, enter the annual salary for this employee.
Refer. Sal	This Reference Salary is used by the Payroll Projection program to calculate benefits. If Payroll Projections will be used, enter the salary used for benefit calculation.
Hours/Day	These fields default from the Salary Table if one is used and can be overridden as needed, if employee information differs from the default.
Hours/Year	
Days/Period	

3. Press **ESC** to save the Job Pay record.

Adding Certified Substitute Pay Records

Certified Substitute Pay Records consist of a single Base Pay Record, which are coded district-wide. If Certified Substitutes are coded to the schools in which they substitute, they cannot be set up in Job Pay. See *Appendix A* for more information on Certified Substitutes.

Entering a Certified Substitute Base Pay Record

To Enter a Certified Substitute Base Pay Record, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        B) Employee Job/Salary Definition

The following screen (Job Pay) is displayed:

```
 Session    Edit    Commands    Settings    Help


 ────────────────────────── EMPLOYEE JOB/PAY F/M ──────────────
 Action:    Find  Next  Prev  Browse  Add  Update  Del  Output  Exit  ...
 Query the current database table.
   Emp # [       ]  Last  [                      ]  First [                ]
     SSN [             ]
                                              Current -Salary
  Job Class  [    ]         Calc Code  [   ]      Hrs/Day   [     ]
  Pay Type   [   ]          Eff. Date  [          ]  Hrs/Yr  [        ]
  Position   [      ]       Grade/Rank [     ]      Days/Period [   ]
  Location   [    ]         Step/Level [   ]        Factor      [    ]
  Group/BU   [    ]         No. of Pays [      ]    Remain   [      ]
  Status     [  ]           Day -Unit/Yr [      ]    Balloon     [  ]
  Pay Freq   [ ]            Sched Hrs   [      ]    Off -St/Frozen [ ]
                            Pay Basis   [ ]        Encumbered?  [ ]
  Allocation [     ]        FTE %       [      ]
  G/L Org    [       ]      Hrly Rate   [        ]
  Object     [     ]        Daily Rate  [        ]
  Project    [     ]        Period Pay  [        ]
  Start Date [       ]      Annual Pay  [        ]
  End Date   [       ]      Remain Sal  [        ]
                            Refer. Sal  [        ]
```

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field	Description
Job Class	Defaults from Employee Master but can be overridden with a Certified Base Pay Job Class Code in the range of 0010-4999.
Pay Type	Enter a Certified Base Pay Type.
Location	Defaults from the employee's Master File Record.

Field	Description
Group/BU	Defaults from the employee's Master File Record.
Status	Defaults from the employee's Master File Record.
Pay Freq	Defaults from the employee's Master File Record.
Allocation	Allocation Codes are not used for Certified Substitutes.
G/L Org	Defaults from the employee's Master File Record. Must be set to a district-wide Org Code.
Object	Enter **0120**.
Project	Defaults from the employee's Master File Record.
Start Date	Defaults to today's date. Enter the date to start recurring pay for this employee. **NOTE:** *Ensure that this date is before the actual start date of the first payroll that uses this Job Pay record.*
End Date	Defaults to **12/31/9999**.
Calc Code	Defaults to the Calc Code of the Salary Table, Job Class Code or Pay Type.
Eff. Date	Defaults to today's date. This date is used to determine which Salary Table to use for the salary calculation.
Grade/Rank	Defaults to the minimum Grade/Rank on the Job Class Code. Override to reflect the employee's rank.
Step/Level	Enter the employee's years of experience.
No. of Pays	Defaults from the Salary Table.
Day-Unit/Year	Defaults from the Salary Table.
Scheduled Hours	Enter **0** (zero).
Pay Basis	Defaults from the employee's Master File Record.
FTE %	If the Full Time Equivalency is less than the default of 1.00 (100%), enter the correct number. For example, 70% is entered as .70.
Hourly Rate	
Daily Rate	These fields are automatically calculated from the Salary Table based on the **Grade/Rank** and **Step/Level** fields and should not be overridden.
Period Pay	
Annual Pay	

Field	Description
Refer. Sal	Defaults from **Annual Pay**. This Reference Salary is used by the Payroll Projection program to calculate benefits. If Payroll Projections will be used,

Field	Description
	enter the salary used for benefit calculation.
Hours/Day	These fields default from the Salary Table and can be overridden as needed, if employee information differs from the default.
Hours/Year	
Days/Period	

3. Press **ESC** to save the Job Pay record.

Adding Classified Pay Records

Classified Pay Records consist of the following:

?? Base Pay

?? Overtime

A Classified employee will always have at least one Base Pay Record and may have any number of Overtime Records, although Overtime Records are not required.

Entering a Classified Base Pay Record

To Enter a Classified Base Pay Record, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        B) Employee Job/Salary Definition

The following screen (Job Pay) is displayed:

```
 Session    Edit    Commands    Settings    Help

 ───────────────────────────── EMPLOYEE JOB/PAY F/M ──────────────────
 Action:   Find  Next  Prev  Browse  Add  Update  Del  Output  Exit  ...
 Query the current database table.
   Emp #  [      ]  Last  [                    ]   First [              ]
    SSN  [              ]
                                               Current -Salary
 Job Class  [    ]          Calc Code  [   ]          Hrs/Day  [     ]
 Pay Type   [    ]          Eff. Date  [        ]  Hrs/Yr  [      ]
 Position   [     ]         Grade/Rank [    ]         Days/Period [  ]
 Location   [    ]           Step/Level [   ]          Factor    [    ]
 Group/BU   [    ]          No. of Pays [     ]        Remain  [     ]
 Status     [  ]            Day -Unit/Yr [    ]        Balloon     [ ]
 Pay Freq   [ ]             Sched Hrs  [      ]       Off -St/Frozen [ ]
                            Pay Basis  [ ]            Encumbered?  [ ]
 Allocation [    ]          FTE %      [    ]
 G/L Org    [       ]       Hrly Rate  [       ]
 Object     [     ]         Daily Rate [       ]
 Project    [    ]          Period Pay [        ]
 Start Date [        ]      Annual Pay [        ]
 End Date   [        ]      Remain Sal [        ]
                            Refer. Sal [        ]
```

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field Name	Description
Job Class	Defaults from Employee Master but can be overridden with a Classified Base Pay Job Class Code, in the range of 7000-7999 (if using a Summary Class code, 8000 – 8999 if an additional Job Class Code has been added.
Pay Type	Enter a Classified Base Pay Type.
Location	Defaults from the employee's Master File Record.
Group/BU	Defaults from the employee's Master File Record.
Status	Defaults from the employee's Master File Record.
Pay Freq	Defaults from the employee's Master File Record.
Allocation	If an employee's pay is split between accounts, enter the Allocation Code or create one using <CTRL><T>. For more information on Allocation Codes, see *Setting Up Payroll Allocations (PR-ADM-14)* in the *Payroll Setup & Administration* section.
G/L Org	Not accessible if an **Allocation** was set up. Defaults from the employee's Master File Record.
Object	Not accessible if an **Allocation** was set up. Otherwise, enter **0130**.
Project	Not accessible if an **Allocation** was set up. Defaults from the employee's Master File Record.
Start Date	Defaults to today's date. Enter the date to start recurring pay for this employee. **NOTE:** *Ensure that this date is before the actual start date of the first payroll that uses this Job Pay record.*
End Date	Defaults to **12/31/9999**.
Calc Code	Defaults to the Calc Code of the Salary Table, Job Class Code or Pay Type.
Eff. Date	Defaults to today's date. This date is used to determine which Salary Table to use for the salary calculation.
Grade/Rank	Defaults to the minimum Grade/Rank on the Job Class Code. Override to reflect the employee's rank.
Step/Level	Enter the employee's years of experience.
No. of Pays	Enter the number of pay periods for this employee.
Day-Unit/Year	Enter the number of days the employee works per year.
Scheduled Hours	Defaults from the Salary Table. Do not override.
Pay Basis	Defaults from the Salary Table of Job Class Code.
FTE %	If the Full Time Equivalency is less than the default of 1.00 (100%), enter

Field Name	Description
	the correct number. For example, 70% is entered as .70.
Hourly Rate	
Daily Rate	These fields are automatically calculated from the Salary Table based on the **Grade/Rank** and **Step/Level** fields and should not be overridden.
Period Pay	
Annual Pay	
Refer. Sal	Defaults from **Annual Pay**. This Reference Salary is used by the Payroll Projection program to calculate benefits. If Payroll Projections will be used, enter the salary used for benefit calculation.
Hours/Day	These fields default from the Salary Table and can be overridden as needed if employee information differs from the default.
Hours/Year	
Days/Period	

3. Press **ESC** to save the Job Pay record.

Entering a Classified Overtime Pay Record

If a Classified employee may receive overtime, enter an Overtime Pay record. If Job Class Code defaults have been set up, check any default Overtime records for accuracy and completeness.

To Enter Classified Overtime Pay Records, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        B) Employee Job/Salary Definition

The Job Pay screen is displayed. (For an example of this screen, see the previous section.)

1. Select **Add** from the Ring Menu.

2. Follow the instructions for a Classified Base Pay record except for the following fields:

Field Name	Description
Job Class	Defaults from Employee Master but can be overridden with a Classified Base Pay Job Class Code, in the range of 7000-7999 (if using a Summary Class code, 8000 – 8999 if an additional Job Class Code has been added. **NOTE:** *The Overtime Pay must have the same Job Class as the Base Bay for the correct overtime hourly rate to be calculated.*
Pay Type	Enter a Classified Overtime Pay Type.
No. of Pays	Enter the number of pay periods for this employee.

NOTE: *On both the Job Pay and Recurring Pay screens the regular hourly rate will be displayed instead of the overtime rate in the Hourly Rate field. The overtime rate is displayed to the right of the Hourly Rate field under the Factored Rates heading. This value will be used when payroll is generated.*

3. Press **ESC** to save the Job Pay record.

UPDATING AN EMPLOYEE JOB PAY FILE RECORD

To Update an Employee Job Pay File Record, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        B) Employee Job/Salary Definition

1. Select **Find** from the Ring Menu.

2. Enter the criteria to select the employee to update and press **ESC**.

3. Select **Update** from the Ring Menu.

NOTE: *The following fields are protected and cannot be updated:*
        ? *Job Class*
        ? *Pay Type*
        If either of these fields must be changed, the job pay record must be deleted. A new record containing the correct Job Class and Pay Type must be added.

4. Enter the changes.

5. Press **ESC** to update the screen.

APPENDIX A

Special Employee Situations

Payroll Allocation Table

Employees who are paid from multiple expense accounts can be entered into Job Pay if the Payroll Allocation Table is used. Job Pay will not function correctly if multiple Base Pay records with the same Job Class Code are entered for an employee. Instead, set up an Allocation Code in the Payroll Allocation Table to distribute the pay across the multiple expense accounts. Create one Base Pay record for the employee, entering one Job Class Code and the Allocation Code. This method will allow teacher retirement to be correctly withheld from each Pay Type Code entered into the Payroll Allocation Table.

Examples of employees with multiple Base Pay records for their primary job include:

?? An employee paid out of both a Federal Grant and a General Fund

?? An employee paid out of both a Federal Grant and a State Grant

?? An employee paid out of both a Federal Grant and a Local Grant

?? An employee paid out of both a Federal Grant and a Food Service Fund

?? An employee paid out of multiple General Fund, Federal Fund, or Food Service Fund accounts.

These types of employees can be entered into Job Pay using the Payroll Allocation Table.

For more information about setting up the Payroll Allocation Table, refer to the document *Setting Up Payroll Allocations (PR-ADM-14)*.

Summary Classes

The Summary Classification Codes describe the type of job an employee performs. The codes establish default information pertaining to all the possible jobs a district employee may work. Summary Class Codes are assigned by the KDE Division of School Finance. MUNIS allows statewide payroll reports to use these summary class codes for reporting but also allows school districts to retain control of Job Class Codes that are attached to the Summary Class Codes. School districts can add new district-specific Job Class Codes, while still retaining consistency in reporting to the state. This provides the ability to aggregate and compare data received by the state using the Summary Class Codes. Using Job Class Codes, school districts can track job categories at a more detailed level, if desired on a district by district basis. Adding Job Class Codes that summarize back to Kentucky's Summary Class Codes provides this beneficial flexibility.

The addition of Summary Classes will allow the following employees to be entered into Job Pay that in the past could not be added:

?? Certified Substitutes. Solution: Set up a Job Class Code for each location at which the substitute could work. (Additional Certified Job Class codes should be added in the 4000 – 4999 range.)

?? Employees with multiple salary schedules, each with a different Calculation Code for the same job. Solution: Set up a Job Class Code for each Calculation Code. (Additional Certified Job Class codes should be added in the 4000 – 4999 range and additional Classified Job Class codes should be added in the 8000 – 8999 range.)

?? Employees with multiple Extra Service jobs, e.g., 5105 - Coach. Solution: Add a new Job Class Code for each Extra Service job. (Additional Certified Extra Service Job Class codes should be added in the 6000 – 6999 range.)

?? Employees with Job Class Codes used for multiple Group Codes, e.g., used for both CLAS & CERT. Solution: Add Job Class Codes for each Group Code.

For more information on Summary Classes, refer to the document ***Setting Up Employee Classification Codes (PR-ADM-5)***.

Employees Hired After the Fiscal Year Start

Please modify pay records for people hired at mid-year from your job pay file, not in your recurring pay file. Make sure you put the actual No. of Pays, the correct number of days, the FTE percentage, and the Remaining Pay Field(same as No. of Pays) in the job pay file. **You must change the "No. of Pays" field in the middle column of the Job Pay screen. The FTE percentage should be carried out to the 4th decimal.** Before step increases are applied next year, the number of days must be changed back to 185 if the employee stays at the School District, the No. of Pays must be changed back to the districts normal number and the FTE percentage changed to 1.0. Use the **Day-Unit/Yr** field to find CERT or CLAS employee records for base pay less than 185 before performing step increases. Examples of mid-year hires can be found on the next page. Explanations of the screens are listed as follows:

1. **Entering a Certified Mid-Year Hire Base Pay Record for 148 days/10 pay periods remaining FTE=148/185=. 80**

2. **Entering a Mid-Year Hire Classified Base Pay Record hired for 100 days and 7 pay periods remaining.**

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 ┌──────────────── EMPLOYEE JOB/SALARY F/M ────────────────┐
 Action:█  Find  Next  [Prev]  Browse  Add  Update  Del  Output  Exit  ...
 Display previous selected data item.
    Emp # [   654] Last  [MIDYEARHIRE        ]   First [CERTIFIED     ]
      SSN  [654-65-4654]
                                         Current-Salary
   Job Class  [2060] HS TEACH      Calc Code   [32]          Hrs/Day   [  0.00]
   Pay Type   [100]  CRT10NM       Eff. Date   [08/21/2001] Hrs/Yr  [   0.00]
   Position   [    0]              Grade/Rank  [21  ]        Days/Period  [  0]
   Location   [010 ] MHS           Step/Level  [12]          Factor    [1.00]
   Group/BU   [CERT] CERTIFIED     No. of Pays [10.000]      Remain  [10.000]
   Status     [FP]   FULL/PERM     Day-Unit/Yr [148.00]      Balloon      [N]
   Pay Freq   [M]    MONTHLY        Sched Hrs  [  0.00]      Off-St/Frozen [N]
                                   Pay Basis   [A]           Encumbered?  [Y]
   Allocation [    0]              FTE %       [ .8000]        RECURRING PAY
   G/L Org    [0102118 ] REG INST  Hrly Rate   [    .0000]           .0000
   Object     [0110  ]   CRT PRM SA Daily Rate [  202.3892]       202.3892
   Project    [1682 ]              Period Pay  [  2,995.36]      2,995.36
   Start Date [08/01/2001]         Annual Pay  [ 29,953.60]     29,953.60
   End Date   [12/31/9999]         Remain Sal  [      .00]
    2-010-1100-100-30-0110-1682    Refer. Sal  [ 37,442.00]
                                        1 of 4
 └────────────────────────────────────────────────────────┘
                                                  │    │    NUM │   │
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┌─ Homer - TNVTPlus ──────────────────────────────────────────── _ 🗗 × ┐
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 ┌──────────────── EMPLOYEE JOB/SALARY F/M ────────────────┐
 Action:█  Find  Next  Prev  Browse  Add  [Update]  Del  Output  Exit  ...
 Update the current data item.
    Emp # [   765] Last  [MIDYEARHIRE        ]   First [CLASSIFIED    ]
      SSN  [765-76-5765]
                                         Current-Salary
   Job Class  [8941] BUSDRIVER     Calc Code   [03]          Hrs/Day   [  4.00]
   Pay Type   [200]  CLS10         Eff. Date   [08/21/2001] Hrs/Yr  [   0.00]
   Position   [    0]              Grade/Rank  [BUS9]        Days/Period  [  0]
   Location   [901 ] BUS GARAGE    Step/Level  [ 2]          Factor    [1.00]
   Group/BU   [CLAS] CLASSIFIED    No. of Pays [7.0000]      Remain  [7.0000]
   Status     [FP]   FULL/PERM     Day-Unit/Yr [100.00]      Balloon      [N]
   Pay Freq   [M]    MONTHLY        Sched Hrs  [  4.00]      Off-St/Frozen [N]
                                   Pay Basis   [H]           Encumbered?  [Y]
   Allocation [    0]              FTE %       [1.0000]        RECURRING PAY
   G/L Org    [9011092 ] BUS DRV   Hrly Rate   [  10.0000]        10.0000
   Object     [0130  ]   CLS REG SA Daily Rate [  40.0000]        40.0000
   Project    [    ]               Period Pay  [    571.43]       571.43
   Start Date [08/01/2001]         Annual Pay  [  4,000.00]     4,000.00
   End Date   [12/31/9999]         Remain Sal  [      .00]
    1-901-2720-100-00-0130         Refer. Sal  [  7,240.00]
 [Record(s) updated.]                   1 of 2
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                                                  │    │    NUM │   │
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